**SHUBHENDU RAI (Shubh)**

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**Professional Summary:**

* Around 5+ years of experience with a management and business background provides for building solid business partner relationships
* I have Knowledge of **applicant tracking system (ATS and Job Diva**
* I have excellent knowledge of recruiting and hiring processes including sourcing, Screening, interviewing, reference checking, tracking, salary negotiations
* I have strong experience on different domains like ; **| Telecom | | Financial |Airlines I Manufacturing | Energy | Healthcare|**
* I have good Understanding and Knowledge of the recruitment process for W2, 1099, Corp-Corp.
* Expertise Integration Technologies in the areas of **Web Services, OSB, ESB**, **SOAP, WSDL, BPEL, XML, Messaging**, **Portal**, **XSD** and **Web services** Security and Virtualization of Services
* Good working experience on varies resume search portals eg; **Monster, DICE, and Corp – Corp, Career Builder, Google, LinkedIn, Bullhorn search, Prohires, etc**
* Full life cycle IT solutions staffing and recruiting experience with the flexibility and ability to multi-task in number and variety of projects.
* Strong candidate generation, communication, and interpersonal skills.
* Strong drive for results with the ability to operate successfully in a team based environment.
* Exposure includes fulfilling all the internal staffing needs of the own organization.
* Creative, proactive and self-directed professional with the ability to interact with all levels of management.
* Expertise in using File Adapter, FTP Adapter, Database Adapter, Oracle Apps adapter and JMS Adapter for integration using Oracle Mediator and development of custom business processes using Oracle BPEL Process Manager.
* Good command over Oracle BPEL Activities.
* Very Good Experience in Creating **Business Services** and **Proxy Services**
* Innovative, creative, determined, lively and solution-oriented
* Excellent contacts in computer industry and clear understanding of Business, Software and Hardware requirements.
* Various concepts of Business Analysis and Business Development Good supplementary marketing & research aptitude.
* A resourceful, solution-focused professional with excellent interpersonal and rapport-building skills.
* Responsible, loyal, reliable, and independent worker with high level of enthusiasm and creativity.
* Self-motivated professional who achieves results and has superior ability to coordinate and perform several projects simultaneously.

**Responsible for Full Recruiting Lifecycle**

* *Gathering and Client requirement from Client.*
* *Creating a resource need*
* *Qualifying internal employee database/ Portals / Vendors/ Reference*
* *Getting Technical Screening*
* *Rate cost negotiation with resources / Cooperation*
* *Coordination client interview*
* *On client selection do paperwork (New Hire/ W2 Temp/ Vendors/1099*
* Periodic client feedback/reviews on placed consultant
* Qualifying new vendors and Periodic reviews
* Issue and conflict resolution.

**Level of Recruiting**;

*RF Engineer, LTE Engineer, DAS Engineer (Distributed Antenna System) ,Program Manager, Software engineer, Software Developer, Database developer/ Amdimintrator ,Business Analyst , Quality Assurance, System and Networking Administrator , Project coordinator ,Help Desk*

**Technologies Specifc recruiting / Resoure Management**

***FMW****: SAO,OSB,AIA, BPEL, HT, BR, Proxy Service , Business Service , Web services*

***Telecom:*** *RF Optimization, 3G ,2G, UMTS, LTE Radio networks, Telecom OSS/BSS*

***SAP:*** *Technical , Functional Both Like ABAP , Basis Administrators / Basis Security ,SAP, FICO, HCM, HR, CRM, SCM (SD, MM, PP) ,APO, SRM, PLM, Net weaver****,***

***Networking Expertixe****;**Switching and routing****,*** *Infrastructure*

***Others:*** *Java, .Net (ASP and VB) , Oracle etc.*

**Academic Credentials:**

* Master of Business Administration **(MBA)** in Human Resource **(HR)** from EIILM University, South Sikkim India.
* Bachelor of Science **(B.Sc),** in Physics, Chemistry, Math **(PCM)** , V.B.S.Purvanchal University, Jaunpur India.

**Professional Experience:**

**United Software Group, Noida 2011 to Current**

**Account Manager/BDM/Lead HR Specialist**

**Client- AT&T, Sprint , Century Link**

**Verizon Alcatel lucent , CAPGEMINI , Capital one, etc**

**We have offices in the United States, Canada, and India.**

**Responsibilities:**

**Sourcing Candidates**- Through various techniques likes Internet tools, Referrals and data base.

**Employment terms** \_- Managed and worked with US Citizen, Green Card Holders, H1B, and EAD

**Employment / Tax terms** – Worked with candidates on W2, Corp to Corp, Contract to hire.

**Job Portals**- knowledge of inter base recruiting tools (Monster, DICE, and Corp – Corp), Google, LinkedIn, Bullhorn search etc

**Reference and background checks** – Handles all aspects of the applicant process

**Interviews** – Set up travel arrangement s if required, Negotiate offers & close hires

**Skills**: *LTE, RF, Telecom, Switching and routing, Cisco routers etc. Network Infrastructure, ERP, Oracle Apps, SAP Technical and functional, Java, Sharepoint, etc.*

Executed strategic sourcing techniques to include a variety of resources such as internet, advertising, employment agencies, internal and external databases, employee referrals, direct sourcing and job fairs

* Worked with external vendors to ensure appropriate tests, background, and reference checks were completed
* Determined most qualified candidates and made recommendations to hiring manager
* Mentored, coached and developed less experienced team members
* Assisted with implementing major staffing initiatives
* Proficient at bringing recruitment offers to a successful close
* Conducted background and reference checks on all candidates
* Input accurate information into the applicant tracking system (ATS)
* Executed strategic sourcing techniques to include a variety of resources such as internet, advertising, employment agencies, internal and external databases, employee referrals, direct sourcing and job fairs

**Celebrity Fitness India Pvt Ltd July 2010 to Jan 2011**

**Sales Consultant**

**Technical skills:**

* Diploma in Advance Diploma in Computer Application (ADCA) from “UPICA”, Jaunpur, UP in 2005.
* Operating System: Windows 95/98/NT/XP/VISTA
* Tools: MS Office( MS Word, MS Excel, MS Power-point).

**Personal Profile:**

* Name : Shubhendu Rai
* Mobile no. : (+91) 7503443221
* Date of Birth : 20 July. 1986
* Languages Known : English, Hindi,
* Permanent Address : Gaddopur , Muftiganj, Jaunpur, UP,India
* email id : [shubhrai.online@gmail.com](mailto:shubhrai.online@gmail.com)
* Passport no : J6914108

**Declaration**

I declare that the information furnished in this document is true to the best of my knowledge and belief.

**Date Shubhendu Rai**